

CITY OF CAMBRIDGE
DEPARTMENT OF PUBLIC WORKS, RECYCLING DIVISION

Download Recycling Plan: www.cambridgema.gov/TheWorks/departments/recycle/pdffiles/commercialplan.pdf

COMPLETING YOUR WASTE AUDIT IN 4 EASY STEPS

The form on page 3 of the Waste Audit/Recycling Plan is to conduct an inventory of your trash. Include all waste, regardless of whether or not it is currently being recycled or thrown away. Remember to include such items as deposit bottles and cans only if they are consumed and left on your premises for disposal. Please utilize the helpful hints on the next page as you fill it out.

REMINDER: When calculating the amount of trash remaining, remember to subtract the weight of items you have already entered in any of the above categories if they are currently being thrown out with the trash. This keeps them from being counted twice.

STEP 1:	Using the helpful hints as a guide, fill in COLUMN B (pounds per week) for all materials listed. If it is more appropriate to use 'month' or 'every other week' instead of 'week', please adjust the form accordingly
STEP 2:	MULTIPLY POUNDS PER WEEK (COLUMN B) for each material by 52 (COLUMN C). Write the result in COLUMN D.
STEP 3:	ADD All POUNDS PER YEAR in COLUMN D to get TOTAL POUNDS PER YEAR. Write this figure at the bottom of COLUMN D and in every box of COLUMN E.
STEP 4:	DIVIDE POUNDS PER YEAR (COLUMN D) by TOTAL POUNDS PER YEAR (COLUMN E). Move the decimal place to the right two places. Write result in COLUMN F. This will be the PERCENT OF TOTAL WASTE.
NOTE: COLUMN F should add up to 100%	

RECYCLING PLAN IN 3 EASY STEPS

If no material on the Waste Audit is 5% or greater, stop at the end of page 3 and return the form to us. Businesses who do not have any of the listed material in amounts greater than 5% are not required to recycle that material, but are **encouraged** to.

If any material on the Waste Audit is 5% or greater in the % OF TOTAL WASTE (COLUMN F), these materials **must** be recycled instead of thrown away, in accordance with the City of Cambridge Mandatory Recycling Ordinance. Please arrange for the recycling of these items. See our website for your "Recycling options". Once a recycling hauler or drop-off center has been selected, proceed to page 4, RECYCLING PLAN and follow these steps.

STEP 1:	List materials that are 5% or greater from the Waste Audit (page 3) COLUMN F.
STEP 2:	Fill in the recycling hauler's company name or the name of the drop-off center where you take your recyclables or and explanation of how these are recycled (e.g., returned for deposit).
STEP 3:	Sign and mail or fax to us.

NOTE: Recycling haulers and drop-off centers selected **must** have a certificate on file in order for your plan to be approved. Check with your hauler to see if they are certified with the City of Cambridge Recycling Division or call our office at 617/349.4815

IMPORTANT: If you will be using the same hauler for recyclables and trash you will **need** to obtain and attach to the recycling plan a written statement from that hauler that the recyclables are being recycled and not being included (thrown away) with your trash. A plan with the same trash/recyclables hauler cannot be approved without that attachment.

CITY OF CAMBRIDGE
DEPARTMENT OF PUBLIC WORKS, RECYCLING DIVISION

Download Recycling Plan: www.cambridgema.gov/TheWorks/departments/recycle/pdf/files/commercialplan.pdf

HELPFUL HINTS FOR COMPLETING YOUR WASTE AUDIT

(Estimates for trash are for service businesses; manufacturing industries generate trash with higher density)

CORRUGATED CARDBOARD (uncompacted)	1 empty copier paper box = .75 lbs 1 empty wine case = .75lbs 1 cubic yard = 100 lbs
OFFICE PAPER	1 copier paper box full = 40 lbs one 33 gal. Bag, ¼ full = 20 lbs one 96 gal. Barrel = 200 lbs 1 cubic yard hamper = 500 lbs.
NEWSPAPERS	One 12" stack = 35 lbs 1 cubic yard = 600 lbs
MAGAZINES	one 12" stack = 34 lbs
GLASS (loose, whole bottles)	1 fifth = 1 lb 2.4 oz one case = 8 lbs one grocery bag = 16 lbs
GLASS (manually broken)	1 cubic yard = 100 lbs 2 cubic yards = 1 ton
ALUMINUM CANS (uncrushed)	25 cans = 1 lb 1 grocery bag = 1.5 lbs 1 cubic yard = 74 lbs = 1850 cans
STEEL CANS	one #10 can = ½ lb 1 cubic yard = 150 lbs
PLASTIC (uncrushed)	PETE #1 (soda bottle-type) nine 2-liter bottles = 1 lb 1 cubic yard = 30 lbs HDPE #2 (milk jug type) seven 1 gallon containers = 1 lb 1 cubic yard = 25 lbs
LEAVES (dry, uncomposted)	1 cubic yard = 250 lbs 8 cubic yards = 1 ton
GRASS CLIPPINGS	1 cubic yard = 404 lbs
SCRAP METAL	1 cubic yard = 850 lbs
VEHICLE BATTERIES	1 battery = 35 lbs (average)
WASTE OIL	1 gallon = 7.5 lbs one 55 gallon barrel = 412.5 lbs
MIXED COMMERCIAL TRASH	1 trash bag (30 gal.) = 20 lbs) 1 cubic yard = 140 lbs 8 cubic yards = 1120 lbs